

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 1 – Administration

#### Section 102 – Personnel Policy

#### 102.2 – Work Schedules, Reporting for Duty, and Relief of Duty

##### **40 Hour Work Week**

Work schedules for personnel assigned to a 40 hour work week will be from 0800 to 1700 hours. One hour will be provided for lunch. Time sheets will be kept by each employee in accordance with the City of Springdale Personnel and Procedures Manual, Part 4 Employee Compensation, Section 4.22.

##### **56 Hour Work Week**

Work schedules for personnel assigned to a 24 hour shift, 56 hour work week will be from 0800 hours until 0800 hours the following day. Shift Commanders schedules will be from 0700 hours until 0700 hours the following day.

Personnel shall report for duty on their assigned days to work at the station indicated by the on-duty Shift Commander no later than 0800 hours in uniform to relieve the appropriate personnel scheduled to go off shift. The first priority of all personnel coming on duty after officially relieving the off going personnel shall be to ensure that all apparatus and equipment is prepared for immediate response.

Personnel shall not leave their post of duty at anytime; or at the end of their shift, without following the proper shift change procedure of obtaining relief from another properly qualified member of the department who takes responsibility for the position and/or without the direct permission of their immediate supervisor or other appropriate superior within the chain of command.

Depending on staffing level variations between shifts, some personnel may not receive relief from the oncoming shift (for example when the off going shift has four personnel on a Truck and the oncoming shift will only have three personnel on that unit). In these situations, off going personnel shall receive direction from the oncoming Company Officer that relief personnel for that position is not scheduled and the off going personnel are free to leave their post of duty at 0800 hours.

In the event properly qualified relief personnel have not arrived at a member's station by 0800 hours (and no communications/arrangements between members have occurred) unrelieved personnel shall immediately contact the on duty Company Officer at that station and the on duty Shift Commander for direction. Unrelieved personnel are required to remain at their post of duty until properly relieved unless they have the direct permission of the on duty Shift Commander to leave.